



January 11, 2006

TO: Transportation Authority of Marin Commissioners

FROM: Dianne Steinhauser, Executive Director

RE: TAM Office Location – Agenda Item 5

Dear Commissioners:

**Executive Summary**

Staff will discuss office location options, seeking input from the Executive Committee prior to beginning negotiations on a lease covering the preferred location.

TAM staff have been investigating office options in Marin County for the permanent location of TAM's offices. Presently, TAM is borrowing space in the Marin County Civic Center. Permanent space for any staff beyond the Executive Director is not available. Additional office space must be secured before any new staff can be brought onboard.

TAM staff have short listed three locations for TAM's permanent office space, having investigated a number of other locations as well. The attached list indicates the top three locations, as well as other spaces investigated. After input from the Executive Committee, staff intends to move forward on negotiating a lease on the preferred location. The final lease agreement will be brought back to the Board for approval.

Attachments:

Summary of results list

<b>Project Address</b>	<b>Total Size(s.f.)</b>	<b>Rate (per s.f.)</b>	<b>Terms</b>	<b>Comments</b>
Larkspur, 900 Larkspur Landing Circle	4,300	\$2.95	F.S.	Lower level space; within walking distance of Larkspur Ferry terminal. Various private offices and kitchen. Tenant improvements available. Corporate management.
San Rafael 900 4th Street	5072	\$2.75	F.S (except gas/electric)	Located in the heart of downtown San Rafael; space above Mechanics Bank on 4th and Lootens. Within walking distance of San Rafael Transit Center. Discount for 2000 s.f.. Local management
San Rafael 750 Lincoln Ave San Rafael Corporate Center	3,000 +	\$3.00	F.S.	San Rafael's newest office buildings. Shared conference rooms, Class "A" space; buildout necessary. Corporate management.

### **Also Considered**

Mill Valley 100 Shoreline Highway	5,236	\$3.25	F.S.	7 private offices with 2 conference rooms, kitchen, open area. Views.
Corte Madera 201 Tamal Vista Blvd	4,000	\$2.50	F.S.	8 private offices, conference room and bonus 2,500 sq. ft. of production/storage area.
Larkspur 100 Larkspur Landing Circle	2,357	\$3.25	F.S.	3 large private offices, conference room, sliding glass doors to patio with views. Covered parking. Showers and lockers.
Larkspur 125 E. Sir Francis Drake The Brick Kiln	5,480	\$2.95	F.S.	Class "A" historic building with amazing views of bay and Mt. Tam. Adjacent to ferry terminal and Larkspur Landing.
San Rafael 523 4th Street	5,715	\$2.25	F.S.	Ground floor, available 1/1/06. Signage, parking, convenient location. 15 private offices, kitchen, conference room.